

**Spartan Lyrical Society, Inc.
Board Meeting Minutes**

Meeting Date: October 13, 2020

Location: Virtual due to Covid-19

Time of Day: 7:00pm

1.0 Call to Order / Attendees / Introductions

The virtual meeting was called to order at 7:04pm, the President being in the chair and the Secretary taking notes.

Voting Board Members		SLS Members and Guests	
P	Lauri Miller (President)	P	Sara Metcalfe (Choral Director / Faculty Sponsor)
P	Sarah Thompson (Vice President/Co-Musical Producer)	P	Jodi Roberts
P	Jen Kessler (Treasurer)		
P	Amy Donegan (Member at Large/Webmaster)		
P	Kim Cosler (Secretary)		
P	Kristin Tufo (Spring Musical Producer)		

P = Present, A= Absent, T= Telephone

2.0 Approval of Minutes

The minutes from the prior meeting held on September 8, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Jen Kessler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

3.0 Old Business / Action Item Reports

3.1 Status of Refunds for buses for MITP. (Kessler, Metcalfe) – OPEN

No change since our last meeting. Jen Kessler will follow up with the bus company before the next meeting.

3.2 Incoming board members to renew standard background check and obtain/renew online crowd control training. – OPEN

Crowd- Control still needed for Amy Donegan and Kristin Tufo; Background Check needed for Sarah Thompson

3.3 Add/remove check signing signatures at bank, issue new credit cards. (Kessler) – CLOSED

3.4 Meet to discuss options to hold SLS fall activities in a virtual format for 2020-2021 and how to finalize calendar due to COVID19. (Miller, Metcalfe, Tufo) – OPEN

Musical Revue planned for end of Jan/early Feb 2021. Open Mic Night planned for December 11, 2020.

3.5 How to submit for reimbursement for SLS purchases. (Kessler) – CLOSED

Jen Kessler reviewed how to submit for a Reimbursement Form, how to submit a Deposit Form, and the Till Sheet Form for submitting collected cash from an event.

3.6 Review and discuss potential changes to Drama camp budget – OPEN

Discussion referenced in New Business.

4.0 Officer's / Standing Committee Reports

4.1 President Report (L. Miller)

Activities this reporting period:

- Continued conversations with Mrs. Metcalfe about virtual activities for 2020-2021 (specifically Drama Camp, Open Mic Night and Musical Review)
- Sent google form link to Mrs. Metcalfe to send to chorus students seeking parent input and participation about Drama Camp, Open Mic Night and Musical Review. potential virtual activities.
- Sent google form link to Jen Kessler to post on SLS Facebook page seeking parent input and participation about Drama Camp, Open Mic Night and Musical Review. potential virtual activities.
- Sent July and August minutes to Amy Donegan for the SLS website.
- Updated Membership spreadsheets for 2020-2021 year.
- Checked SLS email and Gsuite.

Planned activities next reporting period:

- Continue to send out membership communications; News You Can Use, as applicable.
- Send approved September minutes to Amy for SLS website.
- Help with Drama Camp as needed.
- Touch base with Colleen Edelen about fee waiver process.
- Seek Musical Review Chair.
- Coordinate website updates or social media posts as applicable.

4.2 Treasurer’s Report (Kessler)

- Beginning bank balance was \$14,305.95. Ending bank balance was \$14,243.95. A reconciliation of both the bank and credit card accounts will be forwarded to Secretary (Cosler) with a copy to President (Miller).
- Met with Shannon to complete transfer of Treasurer materials.
- Called Allied Storage to update credit card information for automatic billing.
- Made several attempts and then did drop off the BB&T paperwork for check signing authority and general Board resolutions. Canceled the 1 remaining old Board credit card.
- Talked with Lauri and decided to shift cards to new rewards program that gives small % back to account.
- Worked with others re: financial pieces of Drama Camp.

4.3 Membership Chair Report (Thompson)

Membership to Date:

As of:	*10/20/2020				
Total Paid Members	13				
Total Sibling Members	2				
Total Fee Waiver	0				
Total Unpaid Members	0				
Total Members	15				

- According to PayPal records, 14 families have joined SLS since 7/1/2020
- PayPal only shows paid members
- PayPal does not show if any siblings are included in family membership
- Membership numbers are expected to increase once registration for Drama Camp opens

4.4 Varsity Choir Report (J. Kessler)

- Met with Sara re: plan for VC this year in light of COVID
 - Sara will EM parents re: this plan, auditions
 - Last year’s VC members do not have to audition for this year
 - She will have separate rehearsals for each vocal part
 - They will do T-shirts this year – use a “ice breaker/team building”
 - Unclear if they will do any virtual performances, etc.
 - Definitely no in person performances this year, no Spring Trip
 - Open Mic Night [OMN] – will not be fundraiser this year – will be for fun
 - OMN - set date for Friday, Dec. 11th 7-8:30 , virtual
 - OMN – will have holiday theme
- Planned Activities for upcoming period:
 - Take VC uniforms to cleaners
 - Take cleaned uniforms to Sara at SPMS
 - Assist with OMN as needed

4.5 Producer Report (K. Tufo)

- Spring production with will six one act plays
 - Kristin has names of directors to reach out to
 - Sara M. would like each director to choose the play they direct
 - Auditions will be in mid to late February 2021

4.6 Webmaster Report (A. Donegan)

- Posted approved July and August minutes
- Removed Shannon Davis from the About Us Page
- Posted next SLS meeting date
- Added Camp Interest Survey Link
- Plans for next reporting period:
 - Post approved September minutes
 - Post next SLS meeting date on home page, Nov 10th
 - Post Drama Camp Info/Registration
 - Update / activate payments and forms for VC auditions, Drama Camp, Open Mic, FMR (Now Winter Musical Revue)

4.7 Social Media Report (K. Tufo)

- Reposted the survey on SLS Facebook page
- Shared increased engagement stats for SLS Facebook page

5.0 Special Committee Reports

5.1 Contracts Committee Report (Open)

Volunteers were requested for this position. Kristin Tufo volunteered.

6.0 New Business / New Action Items

6.1 Drama Camp

- Drama Camp slated to be a 4 week camp (11/5, 11/12, 11/19, and 12/3)
- Based on initial survey results and expected participation, cost per student will remain \$50 as last year's camp
- Each week will have a Broadway professional teaching the students virtually on the subjects of: ensemble singing, choreography, acting, and circus acts
- Camp will be primarily be in the format of a 90 minute class followed by 30 minutes of Q&A with the instructors
- Students will need to become current SLS members to participate in this activity
- Student signups will begin shortly in October

6.2 Fall Musical Revue

- Planned to run in a similar manner to the SPHS revue.
- Students will need to submit a performance-ready audio track.
- Producer will improve the quality of the audio track and send it back to the performer(s) for recording a lip-synched video.
- Producer will then synch audio and video for finished production.

6.3 Open Mic Night

- Slated for December 11, 2020 with a holiday theme
- In light of the virtual nature of this event, it will be shortened to 1.5 hours and 15 performances.
- Performances can be singing, monologues, stand-up comedy, etc.
- Spoken word performance content must be submitted to Mrs. Metcalfe in advance for approval.
- The event is no cost and handing out prizes will continued to be discussed.
- Live emcees will be selected to help to run the event.
- Two chaperones (one per 45 minutes of the event) will be selected to monitor students participating during the Google Meet.

6.4 SLS Parent Night

- Slated for the week of October 26, 2020
- Mrs. Metcalfe can send out a Google Meet link for all interested parents
- Previous year's parent night orientation slide show will be modified as needed for the virtual nature of this academic year's planned events

7.0 Documentation of Main Motions

1) The minutes from the prior meeting held on September 8, 2020 were distributed electronically with the meeting notice. The minutes were motioned for approval by Jen Kessler and Sarah Thompson seconded the motion. All were in favor and the motion carried.

8.0 Announcements

8.1 Near Term Calendar Items

8.2 Next Meeting

November 10, 2020 @ 7pm Virtual format

9.0 Adjourn

Lauri Miller moved to adjourn the meeting at 9:04pm and Sarah Thompson seconded the motion. All were in favor and the motion carried.